

Financial Assistance Review Committee (FARC)
Quarterly Meeting
Glen Allen, Virginia
August 7, 2008
10:00 AM

Members Present:	Members Absent:	Administration Staff:	Staff/Other Guests:
Wayne Peer	Dan Butler - vacation	Dennis Molnar	Ken Crumpler
Billy Altman	Brad Ferguson - vacation	Amanda Davis	
Pokey Harris		Linwood Pulling	
Stuart Smith		Henry Bosman	

Topic/Subject	Discussion	Recommendations, Action/Follow-up; Responsible Person
FARC Chairman Report:	Wayne Peer, FARC Chair, made a motion to approve the minutes from May 15, 2008. Mr. Peer announced that Brad Ferguson and Dan Butler were unable to make this meeting due to prior obligations.	Minutes approved. No further action required.
Introduction of new FARC members: 1) Pokey Harris 2) Billy Altman	Pokey Harris was introduced and provided information on her EMS background including committee memberships, Ms. Harris sits on the Governor's Advisory Board (GAB) representing the Southwest Virginia EMS Council, in which she is also representing the council on FARC. Ms. Harris works for the Virginia Information Technology Agency (VITA) and serves on the EMS Advisory Board's Communications Committee. Billy Altman was introduced and provided information on his EMS background including committee memberships. Mr. Altman represents the Western Virginia EMS Council for FARC, is a member of the EMS Advisory Board's Special Development Committee a member of the Virginia Association of Governmental EMS Administrators (VAGEMSA). Mr. Altman works for the City of Roanoke Fire-EMS Department in which he serves as a Battalion Chief and the Grants Administrator.	No further action required.
FARC Fall Tour	The fall tour will be in the Central Shenandoah EMS Council's area. Due to budget cuts and constraints, this will be the last tour for FARC until further notice. The dates are as follows: 1 st choice: October 8-10, 2008, 2 nd choice: September 24-26, 2008. FARC will arrive on Wednesday evening.	The final dates will be determined after notification of absent FARC members. The dates will be announced to FARC and the Central Shenandoah EMS Council by August 15, 2008.

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Regional Councils: 1) RSAF Regional Guidelines 2) Standardization of Review	<p>Effective January 1, 2008, OEMS rules and regulations require each regional council to submit RSAF guidelines to OEMS for approval. OEMS will be standardizing the grant review process for all grant evaluators. This will ensure consistency among the review process and require the evaluators to use the same criteria to grade the grants. Amanda Davis, Grants Manager developed two grant review formats for FARC to review. The formats range from inadequate information, meets expectation, to exceeds expectation. Each criterion has a numerical weighted scale that will be used for scoring the grants. The evaluation criteria will cover financial need, budget, applicant's qualifications, systems integration, priority to underdeveloped or aged systems, service need and special priorities (those initiatives recognized by OEMS as priorities). These reviews are suggestions and can be changed to fit our needs.</p>	<p>FARC was asked to review the RSAF grant review formats and provide feedback to OEMS by September 5, 2008. The grant review sheet will become effective for the March 15, 2009 grant cycle. The final product will be posted on the OEMS website so applicants can review the evaluation guide to become familiar with the reviewer process.</p>
Committee Requests: 1) Transportation Committee State Ambulance Contract	<p>OEMS received four bids from ambulance vendors for the State Ambulance Contract. The Department of General Services (DGS) is reviewing the bids.</p>	<p>No further action is required</p>
2) Grant Compendium Communications Committee	<p>The Office of Commonwealth Preparedness (OCP) has developed a grant compendium through the Commonwealth Preparedness Working Group (CPWG) Grants Subcommittee. The grants compendium will outline all state/federal grants that are available for public safety entities. The EMS Advisory Board's Communications Committee will be developing a specific part of the grants compendium that will provide information on state/federal grants that are available to public safety for communications equipment identified by specific type of equipment. This information will be placed on public safety websites so applicants will be able to use this as a resource when researching grant opportunities.</p>	<p>Susan Mongold, Grant Coordinator for the Office of Commonwealth Preparedness (OCP) is working with Virginia Department of Emergency Management (VDEM) IT to develop a web-based program for the grants compendium. The EMS Advisory Board's Communications Committee is meeting September 12, 2008 to develop the Communications Grant Compendium.</p>
Grant Manager Report: 1) Web Based Project	<p>The OEMS has prioritized IT projects and has hired a business analyst who is working with VDH OIM to develop programs for OEMS exclusively. The analyst was hired in May 2008 and due to family issues had to resign, making his last day August 4th. OEMS interviewed and hired another business analyst, Mahesh Shetty who will start working with OEMS August 11, 2008. The RSAF Web-based program is now the primary program and should move forward without un-necessary delays.</p>	<p>User groups will be created to include, Dr. Burns, Gary Brown, Scott Winston, Dennis Molnar, a Regional Council member, OEMS Program Rep, Internal OEMS staff, VDH auditors, FARC and will include other users as necessary.</p>
2) Trauma Center Reports	<p>The OEMS Trauma Division is looking at Medical Technology data items and provided reports during the July 2008 grant cycle on the EpiPen Jr. and EZIO's. The Trauma Division will be researching other grant items that are requested each cycle to present data and use on certain medical technology. The Trauma Division plans to provide data during each grant cycle on randomly selected requested items.</p>	<p>FARC requested that the Trauma Division reports be sent electronically from the 06/08 grant cycle.</p>

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3) Power Lift Stretchers/Cots	Wayne Peer, FARC Chair, inquired about the OEMS program representatives researching the use of power lift stretchers within their regional area. Mr. Peer is interested in determining the utilization of the equipment, the cost effectiveness and the satisfaction with the product.	The OEMS Grants Unit will develop a survey to mail out with the September 15, 2008 award letters. The survey will request information about the use and effectiveness of this product. to all of the agencies/grantees.
4) 2008 DHS Grant	Amanda Davis, Grants Manager announced that OCP should announce sometime in late August the DHS grant awards by specific agency. OEMS applied for \$2.5 million to continue the PPCR project.	No further action is required
5) 2008 PSIC Grant	Amanda Davis, Grants Manager, is working with Bill Webb, Electronics Manager at VDH, to provide the information required for the PSIC grant. The VDH was awarded \$1.6 million through the Emergency Preparedness & Response (EP & R) division.	No further action is required
6) Grant Training	Amanda Davis, Grants Manager and Ken Crumpler, Communications Coordinator, will be presenting a EMD and grant workshop at Prince George EMS on August 11. Ms. Davis will also hold two additional grant trainings during the next two months, these will be held at the Rappahannock EMS Council on August 21 and at Lord Fairfax EMS Council on August 27. Ms. Davis will also present at the OCP Interoperability Conference in September.	No further action is required
7) EMS Symposium	FARC will be meeting on Thursday, November 13 th at 10:00 am at the EMS Symposium. Amanda Davis, Grants Manager will be presenting two workshops, Free Money! (grant workshop) will be held on November 13 th from 1:30 pm to 3:00 pm and Grant Funding for Communications from OEMS and Beyond on Saturday, November 15 th from 1:30 pm - 3:00 pm. OEMS invites FARC members to attend both sessions and stay for the entire symposium if available.	No further action is required
Grants Unit	The grants unit processed \$2.4 million in payments between May 2008 - July 2008. ALS/BLS Training Funds, as of July 1, 2008, will receive \$.25 of the 4 for Life money for ALS/BLS training. Any training that is considered ALS/BLS will be funded through the EMS Training Fund (EMSTF), RSAF will continue to fund any specialty training.	No further action is required
Quotes for All Items	Effective January 1, 2009, all items requested for RSAF grants not on state contract will be required to submit a quote.	This information is posted on the OEMS Web-site.
Open Discussion	An overview of the grant process was discussed for the new members. The discussion centered around the application, review and award processes. FARC members were encouraged to review the FARC orientation manual and contact the OEMS grant unit for any further explanation.	No further action is required
Meeting Adjourned	Meeting adjourned at 4:15 PM	No further action required